



## **Remote Participation Study Committee**

Date: **Oct 25, 2022**

Time: **7:30 – 9:30 pm**

Location: Virtual, via Zoom.

### **Minutes**

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Alexander Bagnall, Bill Hayner, Jim Feeney.

### **Members of the Public:**

Gina (Zoom name)

### **Agenda:**

Review and accept meeting minutes from Sept 27 meeting – 10 minutes

2. Hybrid demo current and next steps

- Update on action items from Sept 27 meeting and review initiation of pilot program – 60 minutes
- Review of which Boards, committees and commissions that have agreed to the pilot program and which have started (and any feedback)
- Update on which boards, commissions and committees are using which rooms and technology
- Follow up on any interactions with Jeff Munro from ACMi

3. Future business – 5 minutes

### **Decisions Reached and Action Items:**

- **Minutes from September 27 meeting were approved**

### **Summary of Discussions:**

Meeting began at 8 pm.

Minutes from September 27 meeting were approved as amended by a vote of 5 to 0.

Amendment: Designate Theresa Marzilli as an employee of the Town of Arlington vs. a Member of the Public in the attendee's section.

### Status of participants in hybrid pilot program

Reviewed the status of current and pending participants in the hybrid pilot program. The full table of potential participating Boards, Commissions and Committees is at the end of these minutes.

Eight of ten of the committees had been visited by Jennifer Susse to review the materials and help prepare the committees to attend in a hybrid manner. Committees needing initial information meetings as of Oct 25 are the Arlington Tourism and Economic Development (A-TED), CPAC, and the Clean Energy Future Committee. A-TED visit is scheduled for Oct 26, and we're requesting Eric Helmuth coordinate with CPAC. The Clean Energy Future Committee will review the request at the Friday Oct 28 meeting. ZBA is planning to start trying the hybrid format in December and may want to focus on starting with smaller meetings rather than meetings where many people will be in attendance. Working with Rachel Zsembery to initiating hybrid meetings with the ARB.

There is currently a good spread of meetings, boards and commissions using either the Neat Bar or the Neat Bar Pro, we want to identify meetings for the twin Owl rooms. Currently CPAC or A-TED may be the best matches for these rooms.

Following the informational meetings, five of the meetings have been trained on the technology. It was observed the Neat Bars do not label in-person attendees with individual names when attendants are displayed in separate video frames in the same manner that people calling from their own computers have their names displayed. Suggest having in-person attendees identify themselves when they speak.

For meetings that may potentially have a larger audience (ZBA and ARB) the recommended room is the Community Center big Hall A and B which will require custodian services to use. This will have to be coordinated when the room is booked

As committees learn more about the temporary order extending the ability to meet fully remote some people are expressing desires to continue full remote for longer and this may impact the number of participants in the hybrid pilot program.

#### Room bookings:

Contacts for booking rooms in the spaces with Neat bars and Owls enabled.

Town Hall: Contact Kristen DeFrancisco, [KDeFrancisco@town.arlington.ma.us](mailto:KDeFrancisco@town.arlington.ma.us)

Community Center: Mary Muszynski, [MMuszynski@town.arlington.ma.us](mailto:MMuszynski@town.arlington.ma.us)

Health and Human Services: Laura Munsey [lmunsey@town.arlington.ma.us](mailto:lmunsey@town.arlington.ma.us)

#### Technology and materials for pilot program

Last few items for rooms will be set up withing the next couple of weeks including, laminated instructions for technology, remote holders.

Mustafa will create a summary document that gathers all the online resources for hybrid meetings, including Decision Points documents, how to guides for Near Bars, and surveys.

#### Interfacing with ACMi

Jennifer has reached out to, but not been able to contact Jeff Munro at ACMi. Jim Feeney will work with ACMi to learn what may be needed for the designing the Police Building Community Room to make it capable of hosting the Finance Committee in a hybrid meeting fashion.

Future business:

Jennifer Susse informed the committee that she would likely be leaving to Remote Participation Study Committee to serve on the Finance Committee. As the Finance Committee does not allow members to server on other Boards, Commission or Committees she would step down when her appointment is confirmed. Mustafa will reach out to the Town Moderator to request the appointment of another committee member.

Article for 2023 Town Warrant: Discussed submitting a place holder article in the 2023 warrant to continue the Remote Participation Study Committee based on the results of the hybrid program and potential legislative changes to the Open Meeting Law regarding remote meetings after March 31, 2023.

Next meeting November 15 at 7:30 pm.

Meeting adjourned at 8:40 pm by a vote of 5-0.

### Summary table of potential hybrid meeting participants

#	Committee, Board or Commission	Inform Meeting date	In Pilot?	Proposed Room	First Hybrid Meeting Date	Time	Technology
1	CPAC	Eric Helmuth Reaching Out	TBC	Town Manager's Conference Room			Two Owls
2	Tourism and Economic Development*	Wednesday, October 26, 2022	Likely (TBC)	TH Annex First Floor (or TM Conf. Room?)	December/ January	7:00 PM	Two Owls
3	Diversity Task Group	Thursday, October 13, 2022	Yes	Town Hall Annex 2nd Floor	Thursday, Dec. 8th	6:45 PM	NeatBarPro, 2 Flat Panels
4	LGBTQIA Rainbow Commission*	Thursday, October 20, 2022	Yes	HHS Conference Room	Thurs, Nov. 17	6:30 PM	NeatBarPro, 2 Flat Panels
5	Disability Commission	Wednesday, October 19, 2022	Yes	HHS Conference Room	Wed. Nov. 16 or Dec. 21	4:00 PM	NeatBarPro, 2 Flat Panels
6	Arlington Human Rights Commission	Wednesday, October 19, 2022	Likely (TBC)	HHS Conference Room	Wed. Dec. 21	7:30 PM	NeatBarPro, 2 Flat Panels
7	Tree Committee*	Wednesday, October 12, 2022	Yes	Town Hall Annex 2nd Floor	Wednesday, Nov. 9th	7:30 PM	NeatBarPro, 2 Flat Panels
8	Zoning Board of Appeals	Tuesday, October 25, 2022	Likely (TBC)	Community Center Big Hall A or B	Likely December	7:30 PM	NeatBoard
9	Arlington Redevelopment Board	Monday, November 7, 2022	TBC	Community Center Big Hall A or B	Monday, November 21	7:30 PM	NeatBoard
10	Clean Energy Future Committee	Friday, October 28, 2022	No?? (TBC)	Town Manager's Conference Room	??	8:00 AM	Two Owls

TBC= to be confirmed